

Ronald McDonald House of Winston-Salem, Inc. Executive Director Job Description

The mission of the Ronald McDonald House of Winston-Salem, Inc. is to provide a “home away from home” for families of children who are receiving care in our community’s hospitals. The House and Family Room programs offer physical comforts, emotional support, education and referral services designed to promote the well being of the whole family.

Position Summary: The Executive Director is responsible for the overall administration of the Ronald McDonald House of Winston-Salem, Inc. in a manner that is consistent with the mission statement, strategic plan, and policies as set forth by the Board of Directors. The Executive Director reports to the Board of Directors and will be the liaison between the Board and staff. The Executive Director holds 24-hour responsibility for the day-to-day activities of the House.

Accountabilities

Human Resources: Responsible for all aspects of staff administration including recruitment, training, staff development, termination, salary administration and performance reviews. Maintains compliance with applicable local, state, and federal labor statutes. With the Human Resource Committee, develops and/or revises policies and procedures. Plans and facilitates regularly scheduled staff meetings.

Finance/Accounting: Responsible for developing and maintaining sound financial practices. Ensures that the House’s accounting records are kept in accordance with generally accepted accounting principles and within the framework of the annual operating budget. Prepares and manages the operating budget with oversight from the Finance Committee. With the Finance Committee, oversees investments. Ensures that required state and federal reports are filed on a timely basis. With the Finance Committee, assures adequate insurance coverage for the facility. With the President and Secretary of the Board, conducts official correspondence of the organization, and with designated officers, executes legal documents.

Fundraising: Responsible for developing and implementing a successful fundraising program for the House with the Resource Development Committee and Director of Development. Identifies and cultivates prospective donors and pursues available funding through relevant foundations, corporations, and community activities. Participates in fundraising events as appropriate. Oversees the Planned Giving Program.

Public Relations: With the Director of Development, creates an annual marketing plan for the House. Implements the Donor Recognition Program. Serves as spokesperson for House fundraising or public relations activities as appropriate. Establishes sound working relationships with appropriate medical personnel and agencies in the community as well as with McDonald’s owner/operators. Promotes and protects the public image and reputation of the House.

Operations and Programs: With the Director of House Operations, oversees the facility operation and maintenance. Recommends improvements to the facility. Ensures that computer system and software supports the needs of the House. Interacts with and nurtures families being served by the Ronald McDonald House as appropriate.



Board of Directors: With the Strategic Planning Committee, prepares the strategic plan. Guides Board in implementation. Assists in the recruitment and assimilation of new Board members. With the Executive Committee, plans board meetings and compiles operational and financial reports for distribution at Board meetings. Serves as ex-officio member and staff for all standing committees of the Board. Communicates regularly with the President and committee chairs.

Other: The Executive Director shall carry out other such duties and responsibilities as the Board of Directors may designate.

Qualifications:

- Minimum of a four-year college degree
- Minimum of five to ten years professional or volunteer experience
- Experience managing staff and/or volunteers
- Financial and budgeting experience
- Fund raising or sales experience strongly preferred
- Experience in management of non-profit entity desirable
- Knowledge of Winston-Salem/Triad community desirable
- Ability to communicate clearly, concisely and diplomatically
- Leadership style conducive to orchestrating a broad variety of organizational initiatives
- Demonstrated initiative and problem solving ability
- Proficient with Microsoft Office

